



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
NATIONAL VEHICLE AND FUEL EMISSIONS LABORATORY
2565 PLYMOUTH ROAD
ANN ARBOR, MICHIGAN 48105-2498

OFFICE OF
AIR AND RADIATION

March 5, 2001

CCD-01-06 (LDV/LDT/SVM/ICI/LIMO)

Subject: Manufacturer Representative Laboratory Access

Dear Manufacturer:

We have updated our policy concerning manufacturer representative's access to the test laboratory area. Changes in this policy are intended to insure that safety of our visitors and security issues are not compromised.

Enclosed with this letter is a document from the Laboratory Operations Divisions management that describes the policy in detail, along with a map of the laboratory floor plan identifying areas that manufacturer representative's may use when visiting the laboratory facility. For safety information, we have also enclosed a brochure explaining actions to be followed in emergency situations should they arise.

Please communicate this information to all your personnel that may be visiting our laboratory facility. Any questions you may have should be directed to your assigned Certification and Compliance Division representative.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink, which appears to read "Gregory A. Green".

Gregory A. Green, Director
Certification and Compliance Division
Office of Transportation and Air Quality

Enclosures

EPA National Vehicle and Fuel Emissions Laboratory, Ann Arbor, Michigan

Access Policy for Manufacturer Certification Representatives

The Laboratory Operations Division places high priority on the safety of personnel and the security of confidential business information within this facility. Special safety precautions must be taken due to the nature of the laboratory environment. The presence of confidential business information in the laboratory mandates that we follow appropriate security measures as well. Given these concerns, in addition to recent changes of our physical layout, we must modify our safety and security measures for manufacturer representatives. The purpose of this memorandum is to address the movement of manufacturer representatives in the laboratory.

The primary place for manufacturer representatives is in the designated manufacturer area shown in the accompanying laboratory floor plan. Complete laboratory access is restricted and access badges will no longer be issued. If a representative is present to observe recall operations, they must be accompanied by an appropriate EPA recall team representative to visit the laboratory area. For representatives observing certification and fuel economy confirmatory operations only, the protocol outlined below will apply. Those visiting for other reasons must be accompanied by an appropriate EPA contact at all times.

1. To inquire about scheduling or other test logistics, please contact the scheduling office, extension 4261. If a visit to the scheduling office in the large soak area is necessary, please contact scheduling personnel so they may inform the security desk to allow entrance to the laboratory area. We have designated specific yellow-coded walkways in the soak area for visitor use. At no time should non-testing personnel cross the middle of the soak area unless escorted by Vehicle Testing personnel. Doing so may create a potentially dangerous situation. Please return directly to the manufacturers' room off the lobby after completing business with the scheduling office.
1. One may observe the first 195 seconds of the FTP. Please arrange this through the scheduling office. Those entering the test cell are expected to have safety glasses. Please follow other specific safety instructions given by our test technicians. A test technician will call the manufacturers' room to advise when the test is ready to begin. The technician will notify the guard's desk to allow you to enter the laboratory area. Please proceed directly to the test cell as shown on the accompanying diagram. Please observe the following:

Control Room: To eliminate congestion and confusion in the control rooms, and to protect data integrity, we ask that you do not enter the control room except to pass through to the test cell. There will be no observance of driver's traces from the control room or the main hallway. If you would like to see a trace after the completion of a test, please contact your EPA Certification Representative.

Test Cell: One representative per manufacturer may view the first 195 seconds of the Cold and Hot start portions of the FTP. After observing the first 195 seconds, please return directly to the manufacturers' room (Room 304 as shown in the enclosed laboratory floor plan). If there is a special need to observe other portions of the test, permission should be requested through your EPA Certification and Compliance Representative in advance. Special requests will be considered on a case by case basis

- I. Data will be placed in the mailboxes located in the manufacturers room. Please refrain from asking the test technicians when data will be ready. Our data processing protocol involves a verification process to ensure the veracity of the data. It will be processed as quickly as possible and delivered to the manufacturers' room immediately thereafter. Exhaust emission data will generally be ready 2 to 3 business hours after test completion. Evaporative data will be available approximately 4 to 6 business hours after test completion. The CFEIS report will contain official emission and fuel economy results. All data received prior to CFEIS processing are preliminary and, therefore unofficial.
- I. Please coordinate retrieval of your test vehicles with the scheduling office.

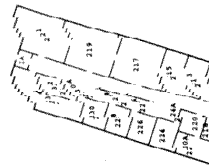
For your reference an NVFEL emergency response pamphlet is enclosed. This pamphlet outlines the proper response for many different kinds of emergencies that may unexpectedly occur. Our internal emergency hotline is 4911 when dialed on EPA phones.

U.S. Environmental Protection Agency

National Vehicle and Fuel Emissions Laboratory

Map showing various locations and landmarks in the Los Angeles area, including numbered points and geographical features.

point, and this is 200.
 For travel to whistles
 contact Sec. to Representative
 Penates are Rept.
 Manufactures
 have access





CAL EMERGENCY

you are the person who appears to be in the most immediate need for assistance, even if you are not the person who called the emergency number.

you, do not leave the area with, such as a fire, until you are instructed to do so.

Dial the emergency number. If you are unsure of the number, dial 911. The operator will ask you for the location of the emergency.

You must remain in the area until the emergency personnel arrive. Do not leave the area until you are instructed to do so.

Report the emergency to your supervisor. If you are the supervisor, report the emergency to the appropriate authority. The supervisor should also report the emergency to the appropriate authority.

Formal response. The response should be initiated directly. That is, the response should be initiated when they arrive at the scene.



EVACUATION

If you are the person who called the emergency number, you must remain in the area until the emergency personnel arrive.

1. If you are the person who called the emergency number, you must remain in the area until the emergency personnel arrive.

2. If you are the person who called the emergency number, you must remain in the area until the emergency personnel arrive.

If you are the person who called the emergency number, you must remain in the area until the emergency personnel arrive.

3. If you are the person who called the emergency number, you must remain in the area until the emergency personnel arrive.

4. If you are the person who called the emergency number, you must remain in the area until the emergency personnel arrive.

5. If you are the person who called the emergency number, you must remain in the area until the emergency personnel arrive.

SMOKE or ODOR

If you see smoke or an odor, call the emergency number.

point. If you hear or see an alarm activated, **call 4911 to report the alarm point number**. If the alarm is labeled by a red sign, you should also evacuate the area.



HAZARDOUS MATERIAL SPILL

If you see a hazardous material spill or release:

1. **Dial 4911** to report the location
2. **Vacate the area**, and notify any personnel in the area and prevent them from entering the area until ERT arrive.
3. If possible, and while working at a safe distance, **block floor drains** (if materials are available).
4. If you find fuel leaking from a supply line, attempt to **press the "emergency fuel stop"** button located in fueling areas.



TORNADOS, HIGH WINDS and WINTER STORMS

If you obtain information regarding hazardous weather before an announcement is made, call 4911 to inform the guard(s).

In case you become aware of immediately threatening **high wind weather** conditions:

1. **Proceed to the designated tornado assembly areas** (identified by signs with a picture of a tornado) when loudspeaker announcement is made.
2. During normal business hours, stay in the designated assembly areas until the all-clear signal is given.

If your normal work schedule has ended, you are advised to stay in the assembly area for your own protection, but are free to leave NVFEL after notifying your supervisor, monitor or escort.

Winter storms during normal business hours will be evaluated on a case-by-case basis and you will be notified if the facility will be closed early.

*If the National Weather Service issues a winter storm warning during non-business hours (Mon-Fri) you can **call to check the NVFEL Facility Status Line** 734-214-4040, for information regarding NVFEL closure or delayed opening. If for some reason the phones are not working, check radio station WAAM 1600 AM for information.*

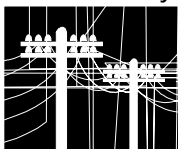
OTHER IMPORTANT PHONE NUMBERS and ADDRESSES

Emergency - call x4911, if no answer call Ann Arbor 911

Lab Building - 2565 Plymouth Road, Ann Arbor
Reception Desk x4200, 734-668-7889, 734-216-9680 (cell)

Office Building - 2000 Traverwood Drive, Ann Arbor
Reception Desk x4300, 734-216-0359 (cell)

NVFEL Facility Status Line - x4040, 734-214-4040



2. **Be prepared to evacuate the building if necessary.** Emergency backup power does not support normal air conditioning or hazard monitoring operations in the facility. The ERC will attempt to assess the reason for the power failure and notify employees with an estimate of when power will be restored.
-



WORK PLACE VIOLENCE

If there is a threatening or violent situation impending or in progress, **dial 4911 and tell the guard(s) that you are in need of immediate police assistance.** The guard(s) will immediately notify the Ann Arbor Police Department.

Do not dial 911 directly. That bypasses the security guards who must assist the police locate the problem when they arrive. When the guards are notified first, they can respond and quickly escort the police to the location.

This handy guide was prepared to help employees, contractors, and visitors at EPA's National Vehicle and Fuel Emissions Laboratory prepare to respond during an emergency.

To help emergency responders assure that everyone is safe during an emergency, please do not leave the vicinity of NVFEL during an emergency unless first notifying your supervisor, monitor or escort.

Please follow the directions of the Emergency Response Team (ERT) members and do not put yourself at risk if you help during an emergency.

*Keep this handy guide under your phone for easy access.
Prepared by the Emergency Response Coordinators.
Printed February 12, 2001*

EMERGENCY at NVFEL? Call 4911